

## ACKNOWLEDGEMENTS

The **NTO STAFF RESOURCE GUIDE** contains newly written original materials as well as documents compiled from other sources. The effort and expertise of many individuals went into its creation.

**Joy Wiggert, Employment and Training Association, Dane County Job Center**

Original work for the sections on Pre-Employment Training Programs (P), Assessment (T), and Data Collection and Reporting (D).

**Lynelle Clary, Job Service, Dane County Job Center**

Research and compilation of materials for the sections on Apprenticeship (A), Retention (R), and the Internet (I).

**Syl Blythe, Dane County Human Services**

Valuable staff support and problem solving on all sections.

**Nancy Nakkoul**

**EdVentures Unlimited Consulting and Madison Area Technical College Tools For Tomorrow Program**

Comprehensive design, concept, and editing; all revisions and new materials for statewide version of the guide; original work for the sections on the Fundamentals (F), Employers and Employment (E), Supportive Services (S), Retention (R), Case Management (C), and Pre-Employment Preparation Programs (P).

Materials were also taken from the State of Wisconsin **NTO Tool Kit**, by Nancy Hoffman and Kit Strykowski - YWCA of Milwaukee, and from the many NTO resources available through Wider Opportunities for Women, Washington, D.C.

The following individuals also provided helpful input:

Mary Knight - Madison Area Technical College Tools For Tomorrow Program, Margaret Romens, Amy Mendel, and Dan Kittel - Dane County Human Services, Chris Brockel, Sherri Fillner, and Sue Matthison - Forward Service Corporation, Les Mirkin - DVR, Arrionne Beecroft, David Skattum, and Steve Reese - Employment and Training Association, Tom Swoboda and Bill Austin - Job Service, Ying Lee - United Refugee Services of Wisconsin, Marion Lendborg - Over 50 Employment Services, and Lorna Aaronson, City of Madison Office of Community Services.

---

The original material in this project was produced under a JTPA 8% - Job Training Partnership Act - grant to the Madison Area Technical College Tools For Tomorrow Program from the State of Wisconsin Technical College System Board. Dane County Job Center general resources were also used through the commitment of staff time to create the guide, including the following agencies: Employment and Training Association, Job Service, Dane County Human Services, and Forward Service Corporation. Revisions and printing for the statewide version of the guide were sponsored by the State of Wisconsin Department of Workforce Development.

Grantees undertaking such projects through Government sponsorship are encouraged to freely express their professional judgement. Therefore, points of view or opinions stated in this document do not necessarily represent the official position or policy of the Government sponsors.

Permission to reprint granted with acknowledgement to "Nancy D. Nakkoul, EdVentures Unlimited Consulting, Madison Area Technical College Tools For Tomorrow Program and the Dane County Job Center Agency Network".
---